Career Management System - Interactive Detailing (CMS-ID) / Billet Based Distribution (BBD)

Account Access Request Procedures

February 1, 2016

Mission First... Sailors Always

Required Security Forms

- **New CMS-ID/BBD Security Forms are required for all users (AC/FTS/RC) to access the system beginning Feb 2016. No security forms are required for the roles of Enlisted User (USN, FTS or SELRES). If you have not submitted new forms requesting access you will not have access to any roles related to CMS-ID or BBD. Be sure to indicate ALL roles that you require with justification.**
- **Authority to request this information is granted by Naval Personnel Command Distribution Guidance Memorandum (DGM) #4512-1510. You may decide not to supply this information, but access cannot be**

Required Security Forms

- **Two forms are required:**
  - **OPNAV 5239/14 form can be found at https://navalforms.documentservices.dla.mil/formsDir/_OPNAV_5239_14_7631.pdf**
  - **NAVPERS 1330/3 form can be found at http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Documents/NAVPERS_1330-3_Rev12-16.pdf**

**** If a Windows Security dialog box asking for your credentials comes up, please click CANCEL to access the form.**

***Requests are to be emailed to CMSIDBBD_inbox@navy.mil. When a user transfers, the gaining command must resubmit a new access request. Account permissions from your previous command will be removed and cannot be reinstated without a new request form.**

OPNAV 5239/14 SAAR-N

- **OPNAV 5239/14 form can be found at https://navalforms.documentservices.dla.mil/formsDir/_OPNAV_5239_14_7631.pdf**

  **** If a Windows Security dialog box asking for your credentials comes up, please click CANCEL to access the form.**

- **When filling out the OPNAV 5239/14, the following rules apply:**
  - **System Name is CMS-ID/BBD**
  - **Location is: New Orleans, LA**
  - **Blocks 1 through 9 must be filled out completely**
  - **Block 10 must reflect a date of 1 OCT of the current Fiscal year or later**
  - **Block 11 – Provide justification for the Role(s) you are requesting. (i.e., To carry out duties as Command Career Counselor. Review and provide comments as Command representative on Sailor Applications. To review the commands manning as Activity Manning Manager).**
  - **Block 12 – Authorized**

OPNAV 5239/14 SAAR-N

- Block 14A – if contractor, please follow the instructions on the form
- Blocks 15 – 16b
  - » If requesting Activity Manning Manager or “View Only” role at the ISIC or command level, the forms must be digitally signed by your CO, XO, OIC or by direction authority for those officials
    - Note: If signed by direction, please include a copy of the by direction letter (Manning/ADMIN related)
    - Note: this requirement for command level users is due to the amount of PII and sensitive information available
  - » For other access levels, forms must be digitally signed by a commissioned officer or a civilian GS-13 or above
- Blocks 17 – 17b leave blank
- Blocks 18 – 21 must be digitally signed by your command Information Assurance Manager (IAM)
- Remember to fill out blocks 23-25 and digitally signed.
- Blocks 26 through 30 (Part III) must be completed and digitally signed by your command security manager
  - » Block 26c must be Level 1 or Level 2 for access to be granted

NAVPERS 1330/3 DSR

NAVPERS 1330/3 form can be found at
http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Documents/NAVPERS_1330-3_Rev01-16.pdf

**** If a Windows Security dialog box asking for your credentials comes up, please click CANCEL to access the form.**

- **When filling out the NAVPERS 1330/3, the following rules apply:**
  - **Section I must be completely filled out**
  - **In Section II, check the Role(s) for the level of access you are requesting.**
  - **Section III is used to request NSIPS Retirements and Separations access for Detailers and Community Managers**
  - **Section IV is used to request NMPDS (EAIS, ODIS, ARIS) access**
  - **The Remarks block in Section IV will describe anything special about your access**
    - » **Enter up to 10 additional UICs access is required to.**
      - **If more than 10 additional UICs are requested, please submit an Excel or Word Doc listing the UICs with your request.**
      - **If requesting TYCOM or View Only access, please supply TGC code/range of codes or BSO info**
    - » **To further assist request processors, please annotate your**

NAVPERS 1330/3 DSR

- **Signature blocks – The authorizing official must match blocks 15-16b on the OPNAV 5239/14 SAAR-N form and be digitally signed.**

**** When your account has been created you should receive an auto generated email from CMSIDHELPDESK stating that your account has been updated.**

Normal request processing time should be within one to five business day of receipt. During system implementation it may take longer.

Contact NPC for account issues or to submit your access request at CMSIDBBD_inbox@navy.mil

For account enablement due to inactivity contact the SSCLANT helpdesk at cmsidhelpdesk@navy.mil by email or phone 1 800 537-4617.